

September 22, 2005
Agenda Item No. 9

Public Resources Code, Section 29755.

The Commission shall appoint, and fix the salary of, an executive director who shall have charge of administering the affairs of the Commission, including entering into contracts, subject to the directions and policies of the Commission. The executive director shall, subject to the approval of the commission, appoint those employees that are necessary to carry out the functions of the commission.

RECOMMENDED COMMISSION ACTION

Consistent with carrying out the responsibilities provided for in PRC Section 29755, the following express provisions with respect to budget and fiscal matters including budget preparation and revision, contracts, and other fiscal documents necessary for the DPC to carry out its activities shall be adhered to by the Executive Director.

- All contracts requiring approval of the Department of General Services (contracts in excess of \$50,000) shall be first approved by a resolution of the Commission.
- All Actions taken shall comply with statutory authority and the State Administrative Manual.
- Budget revisions involving category changes or augmentation of funds from those budgets must be reviewed by the Executive Officer before being signed by another.

The Executive Director may re-delegate (in writing) to accounting officers serving the DPC the authority to:

- Sign purchase estimates, sub-purchase orders, supply orders, position changes, claim schedules, and contracts.
- Countersign checks drawn against any bank accounts maintained in the name of the DPC.
- Countersign for release or deposit of securities held by the State Treasurer's Office.

